

**City of Lowell**  
**Job Description**  
**Please Post ~ July 20, 2006**  
**Deadline ~ September 1, 2006**  
**Health Department**

**Job Title:** *School Nurse*  
**Department:** Health Department  
**Reports To:** Coordinator of Nursing Services; other designated personnel as need be.  
**Salary:** *\$35,998. to \$40,020. annual BSN, DOE qualified - 42 week schedule*  
*\$39,598. to \$44,023. w/ MSN, DOE Qualified - 42 week schedule*  
**FLSA Status:**Nonexempt

**SUMMARY** Responsible for developing, implementing and managing a school health program for a school population as defined by the school district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Establishes and manages a comprehensive school health program consistent with the MA guidelines, regulations and statutes governing nursing and school health, as well as local school district policy. Consults with the school physician, school administrators and others on team to establish; review and revise policies, procedures and specific programs for comprehensive school health education and services; works with others to develop a needs assessment and data collection procedure.

Ensures the orientation, training, supervision and evaluation of paraprofessionals as needed to comply with the Nurse Practice Act and other relevant statutes and regulations; organizes and implements the state mandated programs such as immunization surveillance and screening programs; works with school administration to promote positive safety practices both within and outside of school buildings; and assists in developing an emergency response plan which is communicated to personnel and students; assumes responsibility for in-service programs for school personnel for first aid, emergency care and current health issues including sensitivity towards medically challenged students; maintains comprehensive school health records.

Collaborates with school administration and personnel in assessing and improving the social and emotional climate of students and faculty; involves them in maintaining a healthful school environment. Establishes a process to identify students at risk for physical and psycho social problems and communicates health needs to other school personnel as appropriate and establishes a referral system using both internal and external community resources. Includes the student and guardian in team conference when possible and appropriate. Identifies health-related needs for inclusion in the individual education plan. Serves as a member of pertinent teams and committees.

Uses population based data collection to plan and evaluate the school health program with nursing coordination.

Prepares written reports for school officials and MDPH and other agencies describing the services provided by the program etc.

Using the nursing process, collaborates with the parent/guardian and student, where appropriate, to develop and implement an individualized health care plan for the student. Collects information about the health and development of the student, family etc and makes home visits if necessary. Develops a nursing diagnosis and care plan with specific goals; provides medically prescribed interventions; responds to frequently encountered health issues, providing counseling and crisis intervention when necessary; assesses student responses to nursing actions.

Participates with other members of the community to assess, plan, implement and evaluate school health services and community services which include the broad continuum of primary, secondary and tertiary prevention. Uses the media to convey important health information and advocate for the role of the school health program in promoting the positive lifestyles and health of the student population.

Applies appropriate nursing theory as the basis for decision-making in the school setting while expanding knowledge and skills in response to the student health needs and participating in research.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Demonstrated current knowledge in such areas as professional issues in school nursing, school and community health, communicable disease control, growth and development, health assessment, special health conditions, both chronic and acute, injury prevention and emergency care, health counseling and health education and promotion. Must have a valid license to practise as a Registered Nurse in MA; Hold a minimum of a BS in Nursing from a college or university program accredited by the National League for Nursing; two years of experience in community health or child health prior to entry into school nursing practice. Works towards and subsequently maintains certification in school nursing, community health nursing or pediatric/school nurse practitioner by a nationally recognized professional nursing organization.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Current and valid license as a Registered Nurse in MA; DOE Certification as School Nurse; CON-Test approved. Driver's license may be required.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from school administrators, students, regulatory agencies, and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as proportions, percentages, and volume.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, CORI post offer.

*Qualified individuals send resume and/or application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00PM: Deadline - September 1, 2006*

*EOE/AA/504 Employer*

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